

DUAL STATUS FEDERAL TECHNICIAN VACANCY ANNOUNCEMENT - BARGAINING UNIT

HUMAN RESOURCE OFFICE DELAWARE NATIONAL GUARD First Regiment Road Wilmington, Delaware 19808-2191		Announcement No. 38-05	Opening Date: 18 Mar 05	Closing Date: Until Filled
WORKING LOCATION: 166 LS, NCCA New Castle, DE	MIL GR LIMIT: TSgt / E-6	SELECTION METHOD: PANEL	SALARY RANGE: GS-9 \$43,623.00-\$56,706.00 GS-7 \$35,663.00-\$46,362.00 GS-5 \$28,791.00-\$37,432.00	
Position Title: Contract Specialist	PD Number: 80276000 A/B	Job Series: 1102	Pay Plan & Grade: GS-09/07/05	

APPOINTMENT FACTORS

*** AREAS OF CONSIDERATION***	APPOINTMENT STATUS
§ AREA I - All presently employed permanent DE Air or Army National Guard Federal Technicians	OFFICER WARRANT ENLISTED <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
§ AREA II - All current members of the DE Air or Army National Guard	Army National Guard: <input type="checkbox"/> Air National Guard: <input checked="" type="checkbox"/> Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/>
§ AREA III - Personnel eligible for membership in the DE National Guard	

SELECTIVE PLACEMENT FACTORS

MILITARY REQUIREMENTS: This is a dual-status position. As a condition of initial appointment and continued retention, the selected applicant must be an actively participating member of the Delaware Army/Air National Guard as appropriate.

§ Military uniform is required to be worn. Acceptance of this position constitutes concurrence with this requirement and is a condition of continued employment.

§ OTHER: If selected, individual must occupy AFSC 6C0X1, prior to actual placement in this position.

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position. National Guard or Reserve M-Day experience is considered part-time and credit is awarded based on actual days the applicant performed duty in a relevant SSI/MOS/AFSC.

QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all military requirements and selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

APPLICATION PROCEDURES: All interested applicants for this position must submit either an **OF 612** or **resume** and an **OF 306**, **DNG Form 51**, **DNG Form 87-R (Optional)**, **DNG Form 1386 (Optional)**. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer or Warrant Officer status. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. **DO NOT ATTACH POSITION DESCRIPTIONS. Incomplete applications will not be considered. Complete applications must arrive at the HRO by COB on the closing date.** Late applications will not be accepted.

REMARKS: Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment. *****This position is advertised nationwide.*****

JAMES J. KRZYZANOWSKI Lt Col, DE ANG Human Resource Officer	DISTRIBUTION: 1 -Each Staff Section 1 - Each ARNG Unit 2 -President, ACT Inc 75 - ANG
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DNG Form 33D-E (This form will not be reproduced. Supplies will be requisitioned from Headquarters, Delaware National Guard)
30 June 96 (DE-HRO)

CONTRACT SPECIALIST
80276000A/B, GS-1102-09/07/05

SUMMARY OF DUTIES AND RESPONSIBILITIES: (A complete position description is on file in the HRO)

- Assists with pre-award, post-award, and contract closeout functions for a variety of supply, services, and construction contracts within the Air National Guard (ANG). Contracting is established through sealed bidding procedures with some assignments involving negotiated small disadvantaged business program contracts, architect/engineer contracts and Job Ordering Contracting (JOC) delivery orders.
- Assists in the development of, or initiates advance acquisition or contracting plan for projects. Recommends the appropriate contract type and applicable special provisions as they apply to the particular project. Prepares Commerce Business Daily (CBD) synopsis, selects provisions of the solicitation applicable to the particular procurement and prepares the Invitation for Bid (IFB) or Request for Proposal (REP) for procurements. Compiles Bidders Mailing List and issues the solicitation and subsequent amendment(s), if applicable. Ensures that prospective contractor site visits and pre-bid conferences are conducted where appropriate.
- Drafts Abstract of Bids and serves as Bid Opening Officer. Determines the responsiveness of all bids and prepares Bid Opening Report for distribution to the organization requirements office. Conducts pre-award survey of apparent low bidder with emphasis on financial resources, stability, past performance and capacity. Prepares responsibility determination for review and approval. Responsible for ensuring that funds obligation is in accordance with public law and that the pending contract is not over obligated. Assists in the preparation of the legal review package to contract award for submittal to the state or NGB-AQ.
- Prepares and distributes award package consisting of signed and approved contracts and labor and authority letters. Coordinates or conducts the pre-construction/performance conference; acts as recorder and prepares the minutes. Prepares Notice to Proceed (NTP). Receives and reviews contractor's performance and payment bonds and obtains bond legal review and acceptance. Evaluates contractor's Certificate of Insurance. Drafts Individual Procurement Action Report and award synopsis for Commerce Business Daily publication. Receives request for contract modifications and makes recommendation as necessary. Drafts the request for the contractor's proposal for equitable adjustment and obtains government estimate from project engineer. Writes Price Negotiation Memorandum (PNM).
- Maintains contract files. Enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule in order to recommend and approve an appropriate established schedule and to recommend and approve appropriate progress payments to contractors. Provides contract administration coordination. Completes contract management, and is the central clearing point for all matters affecting the contract including changes, invoices, payments, funds obligation and adjustments, claims, disputes, travel allowances, quality, services, and termination's.
- Recommends the issuance of suspension of work or stop works orders, as necessary and negotiates equitable settlements for claims between the government and the contractor. Recommends that contracts be terminated for default or for the convenience of the government. Develops the documentation necessary to support the recommendation. Negotiates equitable agreements for claims arising from the termination. Prepares a draft copy of the final decision regarding a dispute between the contractor and the government. The letter and supporting documentation must be of such clarity and detail as to withstand a review by the Armed Services Board of Contract Appeals or other legal body.
- Performs other related duties as required.

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE (GS-09/07/05 Levels): Successful completion of a full 4-year course of study leading to a Bachelor's Degree in any field, in an accredited college or university and must have 24 semester hours in the following disciplines: Accounting, Contract Law, Economics, Marketing, Business Finance, Purchasing, Industrial Management, Quantitative Methods, Organization & Management. Skill in obtaining, analyzing, and evaluating complex textual and/or quantitative information in order to make comparisons among alternatives or to make recommendations for corrections or improvements in processes, operations, or policies.

SPECIALIZED EXPERIENCE (GS-09 Level): Twenty-four (24) months of specialized experience must include the following KSAs. **Must be Level II certified within 18 months after assignment.** (All KSAs must be addressed separately in writing as it pertains to the Duties and Responsibilities stated above.)

- a. Knowledge of and skill in procurement, purchasing, rental, or lease of supplies, services, and equipment through open-market methods, placement of purchase orders, placement of orders under blanket purchase agreements or under indefinite delivery contracts such as Federal Supply Schedules, or other purchase procedures pertinent to contracting.
- b. Knowledge of and skill in governmental or commercial purchasing, procurement, contract negotiation, administration, or termination functions which included preparing solicitations, contracts, contract modifications, or supporting procurement documents; evaluating and reporting on performance of contractors in meeting terms of contracts; or obtaining and analyzing product and price data for contract negotiations.
- c. Ability to perform comparative analysis of vendor terms and/or price quotations with historical data to develop recommendations on vendor selection, terms, or prices.
- d. Experience as a buyer, purchasing or business manager, or other position which involved selecting appropriate suppliers, performing cost or price analysis and/or establishment of terms or prices for goods or services.

SPECIALIZED EXPERIENCE (GS-07 Level): Twelve (12) months of purchasing experience is required at this level. Under close supervision and guidance with increasing responsibility performs portions of the work of a higher graded employee designated to assist the incumbent in attaining full performance level of the target (GS-09 Level) position.

SPECIALIZED EXPERIENCE (GS-05 Level): Six (6) months of purchasing experience is required at this level. Under very close oversight by supervisor or higher graded employee, receives assignments designed to familiarize incumbent with various contracting processes and procedures of the office.

STATEMENT OF DIFFERENCES

Duties and responsibilities for the GS-07/05 Levels are as described in the basic position description for the GS-09 Level. The position has been established at the lower grade levels for a temporary period of time to facilitate recruitment. The incumbent selected will perform the duties as described in the basic position description under closer supervision than originally intended. It is anticipated that

as proficiency is gained supervisory controls will gradually be lessened and full performance permitted. At such time, recognition will be given to the performance of assigned duties as envisioned in the basic position description.

OTHER:

1. **A RECRUITMENT BONUS UP TO 25% OF BASIC PAY MAY BE AUTHORIZED FOR ELIGIBLE INDIVIDUALS.**
2. **THE SELECTED INDIVIDUAL MAY BE ELIGIBLE FOR A SUPERIOR QUALIFICATION APPOINTMENT (ADVANCE IN-HIRE RATE) ABOVE THE GS-09, STEP 1 RATE.**

**The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted.
Please make copies of your application prior to submitting it to the Human Resource Office.**

NOTE: Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage paid envelopes Will Not Be Considered.